

HOLLAND TOWNSHIP COMMITTEE
2013 RE-ORGANIZATIONAL MEETING
January 1, 2013

CLERK MILLER CALLS THE MEETING TO ORDER-The January 1, 2013 meeting of the Holland Township Committee will now come to order

PRESENT: were Committeemen Dan Bush, Anthony Roselle and Thomas Scheibener. Committeeman Ray Krov was absent and unreachable by phone. Committeeman Ken Vogel attended the beginning of the meeting via speaker phone as he was unable to attend due to illness. Also present was Attorney Richard Cushing.

CLERK MILLER LEADS FLAG SALUTE

“At this time, I would like to invite the audience to join the Committee in reciting the Pledge of Allegiance”

CLERK MILLER READS OPEN PUBLIC MEETING STATEMENT

Adequate notice of this meeting was given pursuant to the open public meeting act on **December 20, 2012** by:

- posting such notice on the bulletin board at the municipal building and on the Holland Township Website and
- mailing the same to the Hunterdon County Democrat and the Express-Times.

OATH OF OFFICE

Clerk Miller asks Attorney Cushing to swear in Committeeman-elect Dan Bush
Committeeman Bush takes the Oath of Office

ELECTION OF MAYOR

-Clerk Miller requests a motion to nominate the Holland Township Mayor for 2013
Mr. Roselle moves and Mr. Scheibener seconded the motion to elect Committeeman Dan Bush as Mayor of Holland Township for 2013

-Clerk Miller takes roll call vote

Roll Call Vote	Ayes	Nays	Abstain	Absent
Dan Bush	x			
Ray Krov				x
Anthony Roselle	x			
Thomas Scheibener	x			
Kenneth Vogel (via speaker phone)	x			

-Clerk Miller turns the meeting over to Mayor Dan Bush

-The Mayor takes the center seat on the dais

ELECTION OF THE DEPUTY MAYOR

-Mr. Bush moves and Mr. Vogel seconds the motion to elect Anthony Roselle as Holland Township Deputy Mayor for 2013

-Clerk takes roll call vote

Roll Call Vote	Ayes	Nays	Abstain	Absent
Dan Bush	x			
Ray Krov				x
Anthony Roselle	x			
Thomas Scheibener	x			
Kenneth Vogel	x			

The phone call with Committeeman Vogel ended at 12:10 pm

-Attorney Cushing swears in the newly elected Mayor Dan Bush and newly elected Deputy Mayor Anthony Roselle

-The Deputy Mayor takes the seat to the left of Mayor Bush

-The remaining Committeemen take seats to the left of the New Deputy Mayor starting with the most senior Committeeman to the newest Committeeman seated on the end.

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NEW BUSINESS FROM THE TOWNSHIP COMMITTEE

-RESOLUTION-Adoption of the 2013 Temporary Budgets and the 2013 Temporary Sewer Budget
Mr. Scheibener moves and Mr. Roselle seconds the motion to adopt the following Resolution:

RESOLUTION

TEMPORARY BUDGET

WHEREAS, N.J.S. 40:A4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2013 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year,

WHEREAS, the total appropriations in the 2012 budget, exclusive of any interest and debt redemption charges, capital improvement and public assistance, is the sum of \$4,766,382.73, and

WHEREAS, 26.25% of the total appropriations in the 2012 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$1,251,175.47,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

2013 TEMPORARY OPERATING BUDGET

	AMOUNT
MAYOR & COUNCIL	
Salaries & Wages	5,000.00
Other Expenses	10,000.00
MUNICIPAL CLERK	
Salaries & Wages	30,000.00
Other Expenses	7,500.00
FINANCIAL ADMINISTRATION	
Salaries & Wages	15,000.00
Other Expenses	7,500.00
AUDIT SERVICES	
Other Expenses	1,000.00
ASSESSMENT OF TAXES	
Salaries & Wages	8,000.00
Other Expenses	2,000.00
COLLECTION OF TAXES	
Salaries & Wages	8,000.00
Other Expenses	2,000.00
LEGAL SERVICES & COSTS	
Other Expenses	52,500.00
ENGINEERING SERVICES & COSTS	
Other Expenses	25,000.00
MUNICIPAL COURT	
Salaries & Wages	7,000.00
Other Expenses	1,000.00
MUNICIPAL PROSECUTOR	
Salaries & Wages	2,000.00
PUBLIC DEFENDER	
Salaries & Wages	800.00

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PUBLIC BUILDINGS & GROUNDS		
	Salaries & Wages	17,000.00
	Other Expenses	25,000.00
PLANNING BOARD		
	Salaries & Wages	10,000.00
	Other Expenses	15,000.00
ZONING BOARD OF ADJUSTMENT		
	Salaries & Wages	10,000.00
	Other Expenses	2,000.00
INDUSTRIAL COMMISSION		
	Other Expenses	100.00
ENVIRONMENTAL Commission		
	Other Expenses	500.00
FIRE		
	Other Expenses	5,000.00
	Aid to Vol. Fire Co.	18,000.00
POLICE		
	Salaries & Wages	150,000.00
	Other Expenses	15,000.00
FIRST AID ORGANIZATIONS		
	Contributions	17,500.00
EMERGENCY MANAGEMENT		
	Salaries & Wages	3,000.00
	Other Expenses	20.00
ROAD REPAIRS & MAINTENANCE		
	Salaries & Wages	105,000.00
	Other Expenses	50,000.00
SNOW REMOVAL		
	Other Expenses	50,000.00
VEHICLE MAINTENANCE		
	Other Expenses	8,000.00
RECYCLING		
	Salaries & Wages	8,000.00
	Other Expenses	5,000.00
BOARD OF HEALTH		
	Salaries & Wages	500.00
	Other Expenses	4,000.00
WASTEWATER MANAGEMENT		
	Other Expenses	100.00
ANIMAL CONTROL		
	Other Expenses	5,000.00
RRCC		
	Salaries & Wages	65,000.00
	Other Expenses	30,000.00
OTHER RECREATIONAL PROGRAMS		

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	Other Expenses	2,500.00
SWIMMING POOL		
	Salaries & Wages	100.00
	Other Expenses	100.00
SNACK		
	Salaries & Wages	100.00
	Other Expenses	100.00
HISTORICAL PRESERVATION COMMISSION		
	Salaries & Wages	500.00
	Other Expenses	1,000.00
AGRICULTURAL ADVISORY COMMITTEE		
	Other Expenses	500.00
INSURANCE		
	Worker's Comp.	15,000.00
	Group Insurance	72,000.00
	Other Insurance	30,000.00
UTILITY EXPENSES		
	Electricity	25,000.00
	Street Lighting	15,000.00
	Telephone	8,000.00
	NATURAL GAS	8,000.00
	Fuel Oil -Heating	15,000.00
	Gasoline and Diesel	10,500.00
	Dumpsters	9,000.00
	Natural Gas	5,000.00
SUB TOTAL		1,020,420.00
STATUTORY EXPENDITURES		
	Social Security	34,125.00
	Unemployment Compensation	1,950.00
	PERS	100.00
	PFRS	100.00
TOTAL STATUTORY EXPENDITURES		36,275.00
COAH		1,000.00
AID TO LIBRARY		
	Other Expenses	7,500.00
TOTAL TEMPORARY CURRENT BUDGET		\$ 1,065,195.00

2013 TEMPORARY SEWER BUDGET

Salaries & Wages	2,800.00
Other Expenses- Milford	50,000.00
Other Expenses	10,000.00
Social Security	100.00
Unemp Comp	1.00
TOTAL TEMPORARY SEWER BUDGET	\$ 62,901.00

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

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ADOPTION OF THE CONSENT AGENDA

-Mayor Bush asked the Committee if any member wishes to remove any item from the consent agenda for separate discussion/consideration/vote.

-There being no such request, Mayor Bush requested a motion to adopt the Consent Agenda

Mr. Roselle moved and Mr. Scheibener seconded the motion to adopt the Consent Agenda as presented

2013 Consent Agenda

Authorizing the Chief Financial Officer to charge \$25.00 for checks that are returned by the bank

Authorizing the Clerk to charge \$10.00 for mailing of meetings notices upon request.

Authorizing the Tax Assessor to charge \$10.00 for an affidavit listing names of property owners as under the Municipal Land Use Law.

Designating the Hunterdon County Democrat as the official newspaper of the Township for 2013. The said official newspaper and the Express-Times are also designated to receive advance notice of meetings under the provisions of the Open Public Meetings Act Law.

Appointing the Hunterdon Humane Animal Shelter as dog warden for 2013

Appointing the Delaware Valley Family Health Center as Township Physician for 2013

Adopting the following resolutions:

RESOLUTION

Appointing Township Officials

WHEREAS, there exists a need for the following Township Officials in 2013:
Deputy Clerk, Tax Search Officer, Sewer Rent Collector, Public Information Coordinator/Custodian of Official Records, Dog Licensing Officer, Zoning Officer/Development Regulations Officer and Municipal Housing Liaison, Certified Recycling Coordinator

NOW, THEREFORE, BE IT RESOLVED by the Township Committee, Township of Holland, County of Hunterdon, State of New Jersey that the following be appointed effective 1/1/2013-12/31/2013:

- Linda Moser as Deputy Clerk on a part-time, at will basis at a salary to be established through the salary ordinance.
- Susan Luthinger as Tax Search Officer
- Susan Luthinger as Sewer Rent Collector
- Catherine M. Miller as Public Information Coordinator/Custodian of Official Records
- Linda Moser as Dog Licensing Officer
- Melissa Tigar as Zoning Officer/Development Regulations Officer and Municipal Housing Liaison
- Alan Turdo as Certified Recycling Coordinator

RESOLUTION

Regarding Cash Management Plan for the Year 2013

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.A.; 40A:5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of local unit's monies,

BE IT RESOLVED that the following Cash Management Plan be adopted by the Township of Holland thereafter "Municipality",

A. DESIGNATION OF OFFICIAL DEPOSITORIES

1. The following financial institutions are designated official depositories; under the direction of the Chief Financial Officer.

Sun National Bank	New Jersey Cash Management Fund	Wells Fargo
PNC Bank	Fulton Bank	Unity Bank
TD Bank	Yardville National Bank	U.S. Bank
The Provident Bank	Valley National Bank	Sovereign Bank
Somerset Savings Bank	Peapack-Gladstone Bank	

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2. Designated Official Depositories are required to submit to the Chief Financial Officer of this municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act, notification of eligibility which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year.

3. Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt in accordance with State Statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

2. Capital and debt service funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for the availability of funds for investment.

3. Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.

4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS

The Municipality may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C. 17:9-44).

1. All designated depositories must conform to all applicable State Statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible FDIC and or FSLIC coverage of all Municipal Assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investment of the Municipality, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent (100%) of all deposits and investments.

4. The Township shall be permitted to invest in certain governmental Securities in accordance with 40A:5-15.1

D. REPORTING PROCEDURES

The Chief Financial Officer shall prepare for the Municipal Governing Body the following investment reports:

1. Monthly Reporting: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.

2. The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31st of each year and at other such times required by the auditors.

E. MAXIMUM MATURITY POLICY

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State governments.

F. INVESTMENT PROCEDURES

1. Bids for Certificates of Deposit and Repurchase Agreements will be solicited of all designated depositories only if the amount is \$100,000.00 or greater.

2. Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member.

3. The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid on maturity.

4. Interest paid shall be from the date the bid was awarded to the day of maturity.

5. All bidders may request the results of the bid after the bid is formally awarded.

6. A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.

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7. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturity and rates. A bid form of the Municipality may be used.

8. The Chief Financial Officer is authorized to invest and reinvest funds of the various accounts of this municipality without formal resolution of this governing body for each investment or turnover of funds, provided that investments are made at the highest available rate of interest consistent with applicable laws and regulations.

G. CONTROLS

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping, only specifically designated personnel of the department of finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day's activity.

H. COMPLIANCE

The Cash Management Plan of the Municipality shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

RESOLUTION

Resolution Authorizing Interest Rate/Grace Period/Year End Penalty

WHEREAS, N.J.S.A. 54:4-67 et seq., permits the governing body to fix the rate of interest to be charged for the nonpayment of taxes, assessments, or other municipal charges.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Township of Holland that the rate of interest on unpaid taxes shall be eight (8) percent per annum on the first One Thousand Five Hundred (\$1,500) Dollars of delinquency and eighteen (18) percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500) Dollars to be calculated from the date the tax was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable; and,

BE IT FURTHER RESOLVED, that the rate of interest on unpaid sewer bills shall be eight (8) percent per annum up to One Thousand Five Hundred (\$1,500) Dollars of delinquency and eighteen (18) percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500) Dollars to be calculated from the date the bill was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable; and

BE IT FURTHER RESOLVED, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars which are not paid prior to the end of the calendar year, the tax collector shall also collect a penalty of six (6) percent of the amount of the delinquency in excess of Ten Thousand (\$10,000) Dollars.

BE IT FINALLY RESOLVED, that the Municipal Clerk provide a certified copy of this resolution to the Tax Collector.

RESOLUTION

Authorizing Official Municipal Signatories of the Township of Holland for 2013

BE IT RESOLVED, by the Township Committee of the Township of Holland, in the County of Hunterdon, in the State of New Jersey, that the following Township Officials are hereby designated as those authorized to sign checks and warrants for the withdrawal of funds from the official depositories of the Township of Holland for the year 2013:

Mayor	Deputy Mayor	Chief Financial Officer
Municipal Clerk	Deputy Municipal Clerk	

RESOLUTION

Authorizing the Tax Assessor and Legal Counsel of the Township of Holland, County of Hunterdon, to File and Prosecute any and all Tax Appeals Before the Hunterdon County Board of Taxation and the Tax Court of New Jersey

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WHEREAS, the Hunterdon County Board of Taxation, requires that the Mayor and Township Committee of each municipality in the County of Hunterdon to pass a Resolution to authorize the Assessor of the municipality and their legal counsel to file and prosecute any and all tax appeals before the Hunterdon County Board of Taxation;

NOW, THEREFORE, BE IT RESOLVED that the legal counsel and the Assessor of Holland Township, County of Hunterdon, State of New Jersey are hereby authorized to file, prosecute, stipulate, modify, agree upon and otherwise perform the duties which are required of said Assessor, in the process of prosecution and/or filing of said Tax Appeals, with the jurisdiction of the Hunterdon County Board of Taxation and the Tax Court of New Jersey.

RESOLUTION

Authorizing the Tax Assessor to file Petitions, Notices and Other Documents
Regarding Roll-Back Taxes

WHEREAS, the Township Committee of the Township of Holland has been informed by the Tax Assessor of the Township of Holland that, from time to time, changes in property use occur in the Township so that such properties become subject to roll-back taxes pursuant to the Farmland Assessment Act of 1964; and

WHEREAS, the Tax Assessor of Holland Township has requested the Township Committee authorize her to file petitions, notices and other documents regarding the assessing of such roll-back taxes with the Hunterdon County Board of Taxation; and

WHEREAS, filing of these documents regarding roll-back taxes by the Tax Assessor of the Township of Holland is important to the tax assessment process of the Township and the Tax Assessor has already filed petitions and other documents regarding such roll-back taxes with the Hunterdon County Board of taxation;

NOW, THEREFORE BE IT RESOLVED, by the Committee of Holland Township that the Tax Assessor of the Township of Holland be, and she is hereby, authorized to file petitions, notices and other documents regarding the assessing of roll-back taxes; and

BE IT FURTHER RESOLVED, that this Township Committee hereby confirms and approves of the actions of the Tax Assessor to date in filing such documents regarding roll-back taxes with the Hunterdon County Board of Taxation.

RESOLUTION

Cancellation of Tax Overpayments/Sewer Overpayments and Delinquencies

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts of less than \$10.00; and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of sewer rent overpays or delinquencies of less than \$5.00.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Holland of the County of Hunterdon, State of New Jersey, the Tax Collector and Sewer Rent Collector are hereby authorized to cancel said tax and sewer amounts as deemed necessary.

BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Tax Collector, Sewer Rent Collector and Township Auditor.

RESOLUTION

Sexual Harassment Policy

The Township of Holland believes that every employee has the right to work in an environment free from all forms of discrimination, including sexual harassment. The Township strongly disapproves

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of offensive or inappropriate conduct by any employee who harasses, disrupts or interferes with work performance or which creates an intimidating, offensive or hostile work environment.

Sexual harassment includes, but is not limited to, unwelcome sexual flirtation, touching, propositions or advances and implicit or explicit requests for sexual acts or favors by supervisors or any other employee. All employees must avoid any act or conduct which could be viewed as sexually harassing or offensive by any person. For example, graphic or suggestive comments about an individual's dress or body, verbal abuse of a sexual nature, sexually degrading words to describe an individual, the display of sexually suggestive objects or pictures, and sexual innuendoes or jokes of a sexual nature should be avoided. Out of respect for your co-workers, and the law, all employees should be sensitive to the fact that others may find such conduct offensive, even if no offense was intended.

Sexual harassment is unlawful. The Township firmly believes that no employee has to tolerate any form of sexual harassment. Therefore, the Township has put into place a procedure for dealing with sexual harassment. If you believe that you have been sexually harassed by a co-worker, contractor, vendor or any other person, including your supervisor, or any other person you deal with in the course of employment, you are strongly encouraged to immediately report this fact to your immediate supervisor or to the Mayor if your supervisor is the source of the harassment. Any such complaint will be investigated

and documented thoroughly and dealt with according to the merits. All investigations will be handled in an impartial manner and be kept as confidential as possible. A written disposition will be forwarded to the

parties at the conclusion of the investigation. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. Any employee who is found to have engaged in

sexual harassment or in retaliation against another employee for filing a complaint or participating in an investigation will be subject to appropriate disciplinary action, including termination of employment.

BE IT RESOLVED that the Holland Township Committee hereby adopts the foregoing Resolution.

RESOLUTION
Drug-free Workplace

WHEREAS, from time to time this Township may be the recipient of a grant from the United States Government; and

WHEREAS it is required, in order for this Township to be the recipient of such a grant to meet certain drug-free workplace requirements made part of Public Law 100-690;

BE IT RESOLVED by the Township Committee of the Township of Holland, in the County of Hunterdon, New Jersey, as follows:

1. This Township hereby states, as its policy, that the unlawful manufacture, distribution, dispensing, possession or use of controlled dangerous substance is prohibited in any workplace of the Township and any employees who violate this prohibition shall be subject to prosecution for any violation of the criminal law and further be subject to disciplinary action which may include suspension or discharge from service, as allowed by law.
2. This Township hereby authorizes and directs the establishment of an on-going drug-free awareness program to inform its employees about (a) the dangers of drug abuse in the workplace, (b) the Township's policy of maintaining a drug-free workplace, (c) any available drug counseling, rehabilitation, and employee assistance programs, and (d) the penalties that may be imposed upon employees for drug abuse violations. This program shall be established and directed by the Emergency Management Coordinator.
3. It is hereby required that any Township employee engaged in the performance of any grant from the United States Government: (a) be given a copy of the statement contained in Paragraph 1.

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above: and (b) be notified that as a condition of employment in such grant the employee will abide by the terms of the statement, and will notify the Township of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

4. The Township will notify the federal agency giving such grant within 10 days after the Township receives notice of such a conviction from an employee or otherwise receives actual notice of such a conviction.
5. The Township will, in a manner consistent with State Law, within 30 days after receiving notice from an employee of such a conviction, take appropriate personnel action against such employee up to and including termination, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 41 U.S.C. 703.
6. The Township will make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the above.
7. As used above, certain terms, including the term, “drug-free workplace,” “employee,” “controlled dangerous substance,” “conviction,” and “criminal drug statute,” shall have the meaning found in 41 U.S.C. 706.

RESOLUTION

Naming Affirmative Action P.A.C.O. of the Township of Holland for 2013

BE IT RESOLVED, by the Township Committee of the Township of Holland, in the County of Hunterdon, in the State of New Jersey, in accordance with P.L 1975 C. 127 (N.J.A.C. 17:27), does hereby designate the Public Agency Compliance Officer of the Township of Holland in Hunterdon County, New Jersey for the year 2013 to be:

Catherine M. Miller, RMC

Municipal Clerk

61 Church Road Milford, New Jersey 08848

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

ADDITIONAL NEW BUSINESS FROM THE TOWNSHIP COMMITTEE

-RESOLUTION-Professional Services

Mr. Scheibener moved and Mr. Roselle seconded the motion to adopt the following Resolution:

RESOLUTION

Professional Services

Resolution Authorizing the Award of a Contract for Certain Township Professionals Not Utilizing the Process Defined in the Third Definition Under N.J.S.A. 19:4A-20.7

WHEREAS, there exists a need for Municipal Engineer, Municipal Attorney, Municipal Planner, Insurance Advisors, Municipal Auditor, and Occupational & Environmental Engineer, in the Township of Holland, County of Hunterdon, in the year **2013** and

WHEREAS, there exists a need for the Township to hire a consultant to administer the Small Cities community Development Block Grant as part of the rehabilitative housing program under COAH and the affordable accessory apartment program of the Township under COAH, and

WHEREAS, there is a need for Township insurance advisors, with respect to casualty insurance and other similar insurance, and with respect to health insurance; and

WHEREAS, the Chief Financial Officer of the Township has certified that sufficient funds are available to pay the costs of professional services contracts for these purposes; and

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WHEREAS, said Chief Financial Officer has certified that the contracts (recited below) with William Colantano, Gebhardt & Kiefer, P.C., Elizabeth McKenzie, GroupMelvinDesign, Housing and Community Development Services, Inc., RK Occupational & Environmental Analysis Inc. and Maser Consulting, would exceed \$36,000 in value, and such parties have furnished to the Township [or will furnish prior to the effectiveness of an award of a contract to them] a Business Entity Disclosure Certification certifying that their entity has not made any reportable contributions under the New Jersey Local Unit Pay-To-Play Law (N.J.S.A. 19:4A-20.4 et seq.) and that they will not, during the term of their contract make any political contribution so reportable; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) requires a resolution authorizing the award of contracts for Professional Services without competitive bidding must be advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, in the County of Hunterdon, New Jersey in a meeting assembled as follows:

(A) That the Mayor and Clerk of the Township of Holland are hereby authorized and directed to execute contracts with following, all being for a one year period ending January 1, 2014, contingent upon receipt from each of the following where the contract would exceed \$36,000 of a Business Entity Disclosure Certification certifying that their entity has not made any reportable contributions under the New Jersey Local Unit Pay-To-Play Law (N.J.S.A. 19:4A-20.4 et seq.) within the 12 month period prior to the contract award, and that they will not, during the term of their contract make any political contribution so reportable, and also contingent upon receipt of a Political Contribution Disclosure Certification prescribed by N.J.S.A. 19:44A-20.26.

William M. Colantano, 100 Route 31 north, Washington, New Jersey as Township Auditor, having rendered Holland Township such services in the past.

Gebhardt & Kiefer, P. C., 1318 Route 31, Clinton, New Jersey as Township Attorney, having rendered Holland Township such services in the past.

Elizabeth McKenzie of Flemington, New Jersey as Township Planner, having rendered Holland Township such services in the past.

GroupMelvinDesign of Woodbury, New Jersey as advisors for the Highlands, having rendered Holland Township such services in the past.

RK Occupational & Environmental Analysis Inc. of Phillipsburg, New Jersey to provide the necessary training program to survey the Townships hazardous substances and to properly label these substances, having rendered Holland Township such services in the past.

Groendyke Associates of Califon, New Jersey as Township Insurance Agent, having rendered Holland Township such services in the past.

Rosko Associates, Inc. of Blairstown, New Jersey as Township Health Insurance Agent, having rendered Holland Township such services in the past.

Housing and Community Development Services, Inc., a New Jersey Corporation, to administer the Township's Rehabilitation Program and the Small Community Development Block Grant, as well as the Township's affordable accessory apartment program under COAH, having rendered Holland Township such services in the past.

Maser Consulting of Clinton, NJ as Municipal Engineers. having rendered Holland Township such services in the past.

Hatch Mott Mac Donald, 53 Frontage Rd. Suite 170, Hampton, New Jersey as Special Projects Engineer having rendered Holland Township such services in the past.

(B) These contracts are awarded without competitive bidding as a "Professional Service" in accordance with 40A:11-5-(1) (a) of the Local Public Contracts Law.

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(C) This resolution shall be printed once in the Hunterdon County Democrat.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

-LIAISON ASSIGNMENTS-Mayor Bush announces his Committee Member Liaison Assignments for 2013 as follows:

Mayor Dan Bush

Township Attorney & Township Engineer
Assistant Highlands & COAH
Department of Public Works
Administration & Personnel
Assistant Budget/Salaries/Finance/CFO
Joint Court & Mayors Council
Agricultural Advisory Committee
Historic Preservation Commission
Planning Board (Class I)
Seniors & Office of Aging
Assistant Office of Emergency Management (PIO)

Deputy Mayor Tony Roselle

Police
Rescue Squad
Assistant Buildings & Grounds
Office of Emergency Management
Holland Fire Company
Holland Library
Assistant Parks & Recreation Committee
Delaware Valley High School
Assistant Administration & Personnel
Assistant Joint Court & Mayors Council
Assistant Township Attorney
Assistant Holland Township School

Committeeman Ken Vogel

Public Utilities & Cable
Sewer
Employee Handbook
Buildings & Grounds
Assistant Website & IT

Committeeman Tom Scheibener

Planning Board (Class III)
Board of Health (Class I)
Assistant Environmental Commission/Recycling
Highlands & COAH
Website & IT
Zoning/Development/State Construction
Assistant Department of Public Works
Parks & Recreation
Assistant Delaware Valley High School
Assistant Township Engineer

Committeeman Ray Krov

Dog Warden & Dog Licensing
Holland Township School
Budget/Salary/Finance/CFO

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Purchasing Agent-QPA
Sustainable Jersey Green Team
Shared Services
Assistant Zoning/Development/State Construction
Environmental & Recycling

-APPOINTMENTS BY THE MAYOR- Mayor Bush announced his appointments and reappointments for 2013 Boards and Commissions.

Mr. Roselle moved and Mr. Scheibener seconded the motion to approve the Mayors appointments as follows:

2013 MUNICIPAL AGRICULTURE ADVISORY COMMITTEE

NAME	TERM EXPIRES
Larry LaFevre	12/31/2013
John Bonham	12/31/2013
Edith Kozak	12/31/2013
Susan Dufek	12/31/2013
Laura Wilson	12/31/2013

ALTERNATES:

Alt. # 1	Marc Phillips	12/31/2013
Alt. # 2		12/31/2013

2013 EMERGENCY MANAGEMENT OFFICIALS

NAME	TERM EXPIRES
John D. Harris EM Coordinator/ Chief of Police	12/31/2013

2013 ENVIRONMENTAL COMMISSION MEMBERS

NAME	TERM EXPIRES
Ruth Kinney	12/31/2015
Henry Gore	12/31/2015
	12/31/2015
Ted Harwicked	12/31/2014

SUSTAINABLE JERSEY GREEN TEAM

CLASS	NAME	TERM EXPIRES
Township Committee Liaison	Ray Krov	12/31/2013
Resident Citizen Representative	Ruth Kinney	12/31/2013
Resident Citizen Representative	Susan Fleisher	12/31/2013
Resident Citizen Representative		12/31/2013
Resident Citizen Representative	Chris McWilliams	12/31/2013
Representative of Board of Health	Audrey Balogh	12/31/2013
Representative of Planning Board	Mike Keady	12/31/2013
Representative of Environmental Commission		12/31/2013
Administrator/Secretary	Mike Miller	12/31/2013

2013 HISTORIC PRESERVATION COMMISSION MEMBERS

NAME	CLASS	TERM EXPIRES
Peter Craig	B 4 yrs	12/31/2016
Beverly Kirby-McDonough	B 4 yrs	12/31/2016

ALTERNATES:

Alt # 1	Kathy Sciarrello	B 2 yr	12/31/2014
Alt # 2	Shirley Wydne	B 2 yr	12/31/2014

2013 OFFICE OF AGING MEMBERS

NAME	TERM EXPIRES
Robert Latham	12/31/2013

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ALTERNATE-

12/31/2013

2013 PARKS & RECREATION COMMITTEE MEMBERS

Township Committee Asst. Liaison-appointed by Governing Body-w/no voting privileges-One year term Tom Scheibener
--

Township Committee Liaison-appointed by Governing Body-w/voting privileges-One year term Anthony Roselle
--

Regular Members

NAME	TERM EXPIRES
Heather Hiel	12/31/2014
Chuck Williams	12/31/2014
	12/31/2013
	12/31/2013

2012 PLANNING BOARD MEMBERS

NAME	CLASS	TERM EXPIRES
CLASS I-Mayor-One year term		
Dan Bush	I	12/31/2013

CLASS II-Township official other than governing body One-year term-appointed by the Mayor		
Melissa Tigar-Zoning Officer	II	12/31/2013

Regular Members

NAME	CLASS	TERM EXPIRES
Dan Rader	IV	12/31/2016
Carl Molter	IV	12/31/2016
	IV	12/31/2016

ALTERNATE #1

12/31/2014

ALTERNATE #2

12/31/2014

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

-APPOINTMENTS BY THE TOWNSHIP COMMITTEE-Mayor announces the Committee's appointments and reappointments for 2013 Boards and Commissions

Mr. Roselle moved and Mr. Scheibener seconded the motion to approve the Township Committee's appointments as follows:

2013 BOARD OF ADJUSTMENT

NAME	TERM EXPIRES
Ginger Crawford	12/31/2016
William Martin	12/31/2016

ALTERNATES:

Alt. #1

Wilson Baker

12/31/2014

2013 BOARD OF HEALTH MEMBERS

NAME	CLASS	TERM EXPIRES
CLASS I-Member of Governing Body-Appointed by the Governing Body – One year term-		
Tom Scheibener		

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Regular Members

NAME	CLASS	TERM EXPIRES
Pearl Hammerstone	II	12/31/2016
Audrey Balogh	II	12/31/2016
		12/31/2013

ALTERNATE:

Nancy Badger

12/31/2014

2012 PLANNING BOARD MEMBERS

CLASS III-Member of governing body– appointed by governing body One-year term
Tom Scheibener

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

-RESOLUTION: Approval of 2013 Holland Township Volunteer Fire Company Roster and Officers
Mr. Roselle moved and Mr. Scheibener seconded the motion to approve the 2013 Holland Township Volunteer Fire Company Roster as follows:

RESOLUTION

Approval of the 2013 Holland Township Volunteer Fire Company Roster of Members and Officers

BE IT RESOLVED by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey that the following 2013 Holland Township Volunteer Fire Company Roster and Officers is approved:

2013 Line Officers

Chief Steve Underhill Deputy Chief Tom Welsh Asst. Chief Rich Davi

Captain Tom Dougherty Captain Joe Aimino

Lt. Bill Martin Lt. Pete Davis Lt. Bill Ethem Lt. Carl Knight

2013 Executive Board:

President Bill Martin Vice President Carl Knight
Treasurer Mark Lowe Secretary Gabby Underhill

2013 Trustees:

Bob Lippincott, Bill Martin, Rich Davi, Mark Lowe, Joe Aimino, Gerry Bowers, Mike Joyce

2013 Membership Roster

Joe Aimino	Dan Angione	George Bachelder	Mike Bent
Jerry Bowers	Ben Cialone	Chris Collins	Tom Cooney
Rich Davi	Pete Davis	Tom Erwin	Bill Ethem
Tom Dougherty	Sean Gutsick	Mike Hiel	Jack Jenkins
Matt Johnson	Mike Joyce	Pete Kanakaris	Ben Karmond
Carl Knight	Joe Lapaix	Rich Larsen	George LaVigna
Doug Leonhardt	Bob Lippincott	Joe Lippincott	Mark Lowe
Bill Martin	Jenna Meyer	Mike Miller	Owen Mondeau
Keith Oppenheimer	Jason Peters	Anthony Roselle	Rich Ruby
John Sears Sr.	John Sears Jr.	Renee Sears	Dan Shea
Chris Spitzer	Eric Strangfeld	Gabby Underhill	Steve Underhill
Kenneth Vogel	Tom Welsh		

Junior Members:

Jacob Aimino

Kyle Davi

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Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

-Authorization for Mayor and Clerk to sign the 2013 Animal Control Agreement

Mr. Scheibener moved and Mr. Roselle seconded the motion to authorize the Mayor and Municipal Clerk to sign the 2013 Animal Control Agreement with Hunterdon Humane Shelter

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

-RESOLUTION- Appointing Risk Management Consultant

Mr. Scheibener moved and Mr. Roselle seconded the motion to adopt the following Resolution:

RESOLUTION

Appointing Risk Management Consultant

WHEREAS, the Township of Holland (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Hunterdon and State of New Jersey, as follows:

1. Holland Township hereby appoints Groendyke Assoc. as its local Risk Management Consultant.
2. The Municipal Clerk Catherine M. Miller and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2013 in the form attached hereto.

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

-RESOLUTION-Transfer of Funds-(Per DPW Superintendent, Alan Turdo, Allied Waste Water installed new impellers in both pumps at the Gridley Sewer Pumping Station which reduced the tank pump down time from 10 minutes to less than 2 minutes.)

Mr. Scheibener moved and Mr. Roselle seconded the motion to adopt the following Resolution:

RESOLUTION

Transfer of Funds

WHEREAS, the Municipal Budget for the year 2012 was approved on March 6, 2012 and adopted on April 17, 2012, and

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WHEREAS, N.J.S.A. 40A:4-58 permits appropriation transfers to be made during the last two months of the fiscal year, and reserve appropriation transfers to be made during the first three months of the following fiscal year.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland that the Chief Financial Officer is hereby authorized to make the following budget transfers:

<u>APPROPRIATION</u>	<u>FROM AMOUNT</u>	<u>TO AMOUNT</u>
Sewer Operating Budget		
Contribution to Milford	9,000.00	
Other Expenses		9,000.00

BE IT FURTHER RESOLVED that a Certified Copy of this Resolution be provided by the Municipal Clerk to the Chief Financial Officer.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

MEETING OPEN TO PUBLIC
No Comments

ADJOURN
Mr. Scheibener moved and Mr. Roselle seconded the motion to adjourn at 12:04 pm

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov				x
Anthony Roselle, Deputy Mayor	x			
Thomas Scheibener	x			
Kenneth Vogel				x
Dan Bush, Mayor	x			

Respectfully submitted,

Approved by,

Catherine M. Miller, RMC
Municipal Clerk

Daniel T. Bush, Mayor
Anthony Roselle, Deputy Mayor